



COUNTY OF SAN BERNARDINO

NO. 3-1.16

ISSUE

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BY Janet Serros, APO EFFECTIVE

8/97

STANDARD PRACTICE

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT WORK SCHEDULES

APPROVED

James McReynolds, Director

I. PURPOSE

To inform all Department of Behavioral Health staff of the Department's policy concerning work schedules.

II. PRACTICE

- A. The normal work schedule requires a 40-hour work week consisting of five (5) eight-hour days with one-hour lunch periods.
- B. The earliest staff may begin a work shift is as follows: (1) treatment staff – 7:30 a.m.; and (2) clerical, administrative, technical, supervisory, and management staff – 7:00 a.m. (Inpatient staff are exempted as a 24-hour operation). In order to supply evening coverage, staff may begin work shifts later in the morning. Scheduled work days will not exceed nine hours. When crisis or unscheduled events require staff to exceed their scheduled work hours, the excess time will be taken off during the same pay period.
- C. Flex time may be given to those employees who have demonstrated the ability to provide standards of service necessary to fulfill their jobs. Criteria considered for employees to have a flex schedule shall be:
 - 1) regular status;
 - 2) work performance evaluation - each performance criteria in the WPE shall be "meets standards" or better, as determined by the immediate supervisor;
 - 3) attendance/punctuality;
 - 4) employee meets deadlines and mandates in a timely manner.
- D. Management, Supervisory and Professional staff may request a 9/80 work schedule to be approved by the Deputy Director. This schedule requires eight (8) nine-hour days and one (1) eight-hour day per a two-week pay period. The same off day must be used each pay period (Example: first Friday of the pay period). Two four-hour days may also be used (Example: working 8:00 a.m. to 12:00 noon each Friday).

The immediate supervisor shall have the option of terminating the use of flex time any time that the supervisor feels that flex time is detrimental to the overall program.

When an individual requests a flexible work schedule, the entire clinic or work unit schedule will be reviewed by the Deputy Director to ensure that staffing needs continue to be met.

The selection of flex days will be made to insure adequate staff coverage throughout the week. If a holiday falls on a normal flex day, the holiday will be accrued. All leave time (holiday, vacation, sick time) must be taken at nine hours per day. If a holiday falls on a 9/80 work day, an extra hour must be added to the eight hours of holiday leave.

- E. Clerical and technical staff must be scheduled for a maximum of 40-hour per work week. If a nine-hour day schedule is used, then a four-hour work day will occur during the week to complete 40 hours per week, and T&As must be coded accordingly (see attachment).
- F. All 9/80 work schedules and any other variations to a regular 40-hour work shift must have written approval from the Deputy Director. Requests must be submitted through the appropriate program manager/supervisor and demonstrate no detrimental impact on the programs.

JS/amr

INTEROFFICE MEMO

NO. 3-1.16

1853

Attach 1 of 7

DATE September 11, 1991

PHONE 5580

FROM JAMES J. HLAWEK
Assistant Administrative Officer
for Human Resources



County of San Bernardino

TO ASSISTANT ADMINISTRATIVE OFFICERS
AND DEPARTMENT HEADS

SUBJECT 9-80 WORK SCHEDULES

#985

The Human Resources Department and the Auditor/Controller have developed a procedure whereby departments may offer their employees a 9-80 work schedule. There are advantages of 9-80 schedules to employees in providing for a long weekend every other week and advantages to the County in reducing the number of trips to work. Each department must evaluate its ability to provide services and coverage with 9-80 work schedules and should implement the program only where practicable.

9-80 Work schedules allow employees to work 9 days in a two week period instead of the usual 10 days. Typically an employee works 44 hours one week and 36 hours the other. Because the Fair Labor Standards Act has been applied to local government, FLSA covered employees must volunteer to change their work week to provide for 40 hours to be worked each week. The attached guidelines are directed at FLSA covered employees, i.e. employees whose classifications are in the Clerical; Technical and Inspection; Craft, Labor and Trades; and Administrative Services Representation Units.

Any questions about implementation should be directed to the Personnel Officer assigned to your department.

JJH:WB:cc
Attachment as noted

9/80
WORK SCHEDULE GUIDELINES

The following guidelines have been established to allow for the implementation of a 9/80 work schedule that conforms to the requirements of the Fair Labor Standards Act (FLSA) and the current County Memoranda of Understanding. We believe they provide a workable method of operating the 9/80 work schedule where practicable in the County. Individual departments will develop their own criteria to determine which employees may participate, if any. The department's appointing authority has the right to return to the regular eight hour per day schedule.

There are four basic concepts on which the 9/80 work schedule is based:

1. The 9/80 work schedule is voluntary for all employees whose departments have decided to offer the 9/80 work schedule. The decision to participate in the 9/80 work schedule is up to each individual employee. No employee will be required nor in any way be compelled to participate.
2. The County's purpose in offering the 9/80 work schedule is to provide a valuable benefit to the employee and to improve the operation of the department by providing a better, more desirable working environment while at the same time supporting the County's trip reduction plan.
3. The appointing authority shall establish basic rules for administering the 9/80 work schedule. Employees shall be returned to the regular eight hour work schedule if they fail to adhere to those rules.
4. The guidelines will apply to employees in FLSA covered jobs requesting to work the 9/80 alternative work schedule.

A. Work Period for Covered Employees on 9/80

The work period for the employees on the 9/80 work schedule who are covered by FLSA requirements will be Friday, 12:00 p.m. through the following Friday at 12:00 p.m. This work period does not coincide with the current payroll reporting period.

B. Enrollment in 9/80 Plan

1. For those wanting to enroll in the 9/80 work schedule, the hours worked for the first 10 work days would be as outlined in the following examples. Two conversion schedules are required for alternating Fridays off.

Example - Schedule 1 - July, 1991

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	
Date	15	16	17	18	19	
Hours	9	9	9	9	4/4*	Begin 9/80 Work Week
Date	22	23	24	25	26	
Hours	9	9	9	9	0/0	

Example - Schedule 2 - July, 1991

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	
Date	8	9	10	11	12*	Begin 9/80
Hours	9	9	9	9	4/4.	Work Week
Date	15	16	17	18	19	
Hours	9	9	9	9	0/0	

- Each employee will receive a verbal explanation of the 9/80 work schedule before changing their current working schedule.
- If the employee decides to enroll in the 9/80 work schedule, he/she must sign the attached statement verifying he/she has read all the conditions outlined in these guidelines.

C. 9/80 Work Hours

Individual daily schedules for Monday - Thursday available to employees will be determined by the department. The Friday work schedule must include working four hours before 12:00 p.m. and four hours after 12:00 p.m.

D. Dropping Off the 9/80 Work Schedule

Employees on the 9/80 work schedule may elect to go off the schedule on a Friday, the day payroll is reported. If an employee would regularly work 8 hours that day, he/she will only work 4 hours. If an employee would regularly work zero hours that day, he/she will not work.

E. Using your 9/80 Day Off

- The 9/80 day off will always be a Friday.
- The Friday to be worked will be an eight hour day and the work hours may be 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m., 8:00 a.m. to 5:00 p.m. Scheduling is at the discretion of the supervisor in order to maintain area coverage.

3. Each employee on the 9/80 work schedule may be required to take an hour of either vacation, holiday, or compensatory time earned for each holiday that occurs on a nine hour day.

In lieu of using vacation time, the employee may have the option of working an additional hour during the work period in which the holiday(s) falls subject to approval by the employee's supervisor.

4. Any employee whose 9/80 day off falls on a County holiday will bank the eight hours of County holiday time. This will show up on the employee's pay stub as eight hours of "holiday" accrued.
5. Friday holidays occurring on the employee's regular Friday eight hour work day are not affected by the above schedule.
6. An employee who works on a fixed holiday and receives pay; rather than accruing holiday time will be paid on an hour for hour basis up to eight hours.

9/80
WORK SCHEDULE REQUEST
FORM

I have read the attached 9/80 Work Schedule Guidelines and have received a verbal explanation of the schedule.

I request to be allowed to change my current work schedule to the 9/80 work schedule effective _____.

I would prefer my 9/80 Friday to be the Friday that starts in (check one):

Work Week 1 _____ (Non-Payday)

Work Week 2 _____ (Payday)

No Preference _____

Date: _____

Name (Please print)

Signature

Department

BEGINNING T&A

NO. 3-1.16 Attach 6 of 7

FRIDAY OFF IN MIDDLE OF PAY PERIOD

Landing

SOCIAL SECURITY NUMBER

POSITION NO.

PAY PERIOD

NAME

SIGNATURE

TIME AND ATTENDANCE

I CERTIFY THAT ALL INFORMATION
RECORDED HEREON IS CORRECT.

AUTHORIZING SIGNATURE

LINE OUT ERRORS

EX	DAY	UNIT TYPE	CODE
1	Sat	Day Shift	10
2	Sun	Night Shift	16
3	Mon	Callback	20
4	Tue	Standby	21
5	Wed	Bilingual	22
6	Thu	Camp time accrued	23
7	Fri	Callback (Manned)	24
8	Sun	Worker's Camp	40
1	Sat	Vacation	43
2	Sun	Holiday	44
3	Mon	Sick	46
4	Tue	Jury Duty	49
5	Wed	Educ. - Train	53
6	Thu	Camp Time Off	57
7	Fri	AWOP	78
8	Sun		
8	Summary		

Single entry use only

WEEKDAY	TYPE	NO. OF UNITS	ORG.	PROJECT — DISTRIBUTION
1	3	1.0	8	
1	4	1.0	8	
1	5	1.0	8	
1	6	1.0	8	
1	7	1.0	8	
2	3	1.0	9	
2	4	1.0	9	
2	5	1.0	9	
2	6	1.0	9	
2	7	1.0	4	
TOTAL UNITS				8 0

CONTINUE

PAGE OF

BEGINNING T&A

BATCH
ID

FRIDAY OFF AT END OF PAY PERIOD

City of San Bernardino

SOCIAL SECURITY NUMBER

POSITION NO.

PAY PERIOD

NAME

SIGNATURE

TIME AND ATTENDANCE

I CERTIFY THAT ALL INFORMATION
RECORDED HEREON IS CORRECT.

AUTHORIZING SIGNATURE

LINE OUT ERRORS

EX	DAY	UNIT TYPE	CODE
1	Sat	Day Shift	10
2	Sun	Night Shift	16
3	Mon	Callback	20
4	Tue	Standby	21
5	Wed	Bilingual	22
6	Thu	Camp time accrued	23
7	Fri	Callback (Manned)	24
8	Sun	Worker's Camp	40
1	Sat	Vacation	43
2	Sun	Holiday	44
3	Mon	Sick	46
4	Tue	Jury Duty	49
5	Wed	Educ. - Train	53
6	Thu	Camp Time Off	57
7	Fri	AWOP	78
8	Sun		
8	Summary		

Single entry use only

WEEKDAY	TYPE	NO. OF UNITS	ORG.	PROJECT — DISTRIBUTION
1	3	1.0	9	
1	4	1.0	9	
1	5	1.0	9	
1	6	1.0	9	
1	7	1.0	4	
2	3	1.0	9	
2	4	1.0	9	
2	5	1.0	9	
2	6	1.0	9	
TOTAL UNITS				8 0

CONTINUE



NO. 3-1.16 Attachment 7 of 7

NAME

SOCIAL SECURITY NUMBER

POSITION NO.

PAY PERIOD

SIGNATURE

**CERTIFY THAT ALL INFORMATION
RECORDED HEREON IS CORRECT.**

AUTHORIZING SIGNATURE

LINE OUT ERRORS

<u>WEEK</u>	<u>DAY</u>	<u>UNIT TYPE</u>	<u>CODE</u>
1	1	Sat Day Shift	10
	2	Sun Night Shift	18
	3	Mon Callback	20
	4	Tue Standby	21
1	5	Wed Bilingual	22
	6	Thu Comp time accrued	23
	7	Fri Callback (Monaco)	28
1	8	Sun Workers Comp	40
		Vacation	43
2	1	Sat Holiday	44
2	2	Sun Sick	48
2	3	Mon Jury Duty	48
2	4	Tue Educ Train.	55
2	5	Wed Comp Time OM	57
2	6	Thu AWD P	78
2	7	Fri	
2	8	Sun	
3	8	Summary	

5. 1010 only use only

WEEKDAY	TYPE	NO. OF UNITS
MON	1	1
TUE	1	1
WED	1	1
THU	1	1
FRI	1	1
SAT	1	1
SUN	1	1

ORG.

PROJECT — DISTRIBUTION

[illegible]

CONTINUE

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